



Embassy of the United States of America, Sarajevo

Robert C. Frasure 1, 71000 Sarajevo, Bosnia and Herzegovina

AmEmbassy, Tel. 387 33 704 000 or Fax. 387 33 704-429

Sarajevo, October 11, 2013

Dear Prospective Quoter:

SUBJECT: Request for Quotations Number PR2912578, Topographic/Boundary/Utility Survey for the U.S. Embassy Sarajevo Site

The Embassy of the United States of America invites you to submit a quotation for boundary, topographic and utility location survey for the U.S Embassy Site Sarajevo, Bosnia-Herzegovina.

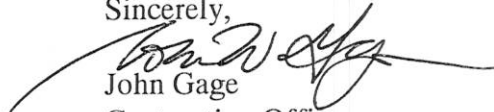
Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the American Embassy Sarajevo, Procurement and Contracting Office on or before October 28, 2013 at 12:00h.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-18
2. Section A;
3. Additional information as required in Section L.

Direct any questions regarding this request for quotations to American Embassy Sarajevo, Procurement and Contracting Office by letter or by telephone +387 33 704-000 during regular business hours.

Sincerely,


John Gage
Contracting Officer

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)			THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF 1	PAGES 31
1. REQUEST NO. PR2912578	2. DATE ISSUED 10/11/2013	3. REQUISITION/PURCHASE REQUEST NO. PR2912578	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY U.S. Embassy Sarajevo, Robert C. Frasure 1, 71000 Sarajevo, B-H			6. DELIVER BY (Date)			
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY			
NAME		TELEPHONE NUMBER		<input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
John Gage, Contracting Officer		AREA CODE 387 33	NUMBER 704-000	9. DESTINATION		
8. TO:			a. NAME OF CONSIGNEE U.S. Embassy Sarajevo			
a. NAME	b. COMPANY		b. STREET ADDRESS Robert C. Frasure 1			
c. STREET ADDRESS			c. CITY Sarajevo			
d. CITY	e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE 71000		
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.				
10/28/2013						
11. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
1	Boundary Survey		1 EA			
2	Topographic Field Survey		1 EA			
3	Utility Location Field Survey		1 EA			
4	Local landscape specialist per D.7 (if applicable)		1 EA			
5	Survey Report		1 EA			
6	Auto CAD		1 EA			
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%) 0.00	b. 20 CALENDAR DAYS (%) 0.00	c. 30 CALENDAR DAYS (%) 0.00	d. CALENDAR DAYS	
					NUMBER	PERCENTAGE
NOTE: Additional provisions and representations <input checked="" type="checkbox"/> are <input type="checkbox"/> are not attached.						
13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER						
b. STREET ADDRESS			16. SIGNER			
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
					AREA CODE	
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER	

SECTION A - PRICING

A.1. The Contractor shall perform all work necessary to Conduct a Cadastral survey based on geodetic reference frame WGS84 for the former Chancery Site in Sarajevo, located at Alipasina 43, Sarajevo, as per detailed Statement of Work set forth in Section B below.

A.2. VALUE ADDED TAX.

VALUE ADDED TAX (VAT). The Contractor shall include VAT as a separate charge on the Invoice and as a separate line item in Section B.

A.3. This is a firm fixed-price purchase order for Deliverables described under Section H. in the amount of :

KM (Konvetible Marka)

SECTION B - STATEMENT OF WORK

SCOPE OF WORK BOUNDARY, TOPOGRAPHIC & UTILITY LOCATION SURVEY FOR THE U.S. EMBASSY SITE SARAJEVO, BOSNIA AND HERZEGOVINA

Use of Former Chancery Site as Chief of Mission Residence (CMR)

October, 2013

Conduct a Cadastral survey based on geodetic reference frame WGS84 for the former Chancery Site in Sarajevo.

A. The minimum requirements for the surveys shall include the following:

- A.1 An accurate WGS84 boundary, detailed topographical, and utilities location survey for the potential U. S. Embassy site. The survey shall be transmitted in English by means of finished drawings in metric measure prepared by a locally licensed and authorized civil engineer or land surveyor.
- A.2 Accurately describe existing permanent boundary markers, or, if none are found, permanent monuments or markers should be set at all boundary corners, angle points, and curve points.
- A.3 A survey report signed and submitted by the locally licensed civil engineer or surveyor.
- A.4. The survey company shall submit a copy of their local licenses in the bid package. All licenses shall be translated into English

B. Boundary Field Criteria

- B.1 Fieldwork shall be of such accuracy that the unadjusted mathematical closure of the field traverse line is not less than one unit in fifteen thousand (1:15,000). Such minimum accuracy may be attained by measuring all angles to the nearest 30 seconds of arc or equivalent and by carefully measuring all distances horizontally to the nearest 3-mm (hundredth of a foot).
- B.2 Existing permanent boundary markers shall be accurately described; if none are found, then permanent markers shall be set at all property corners

and angle points. The markers shall be set in one of the following methods, listed in order of preference:

- B.2.a Concrete or stone monuments not less than 100-mm square at the top and of such length that the base extends well below the line of maximum frost penetration, but in no case less than 600 mm long. The monument should be set and thoroughly tamped in place, the top flush with the ground and the actual property corner point marked by a metal plug, drill hole, or chiseled cross.
- B.2.b A 25-mm iron pipe or bar at least 750 mm long be driven into the ground with the top flush with the ground and a 150-mm diameter cement collar placed around the top.
- B.2.c A chiseled cross or drill hole in concrete sidewalk, permanent wall or boulder, etc.

C. Topography Field Criteria

- C.1 **Topographical Contours:** Differences in elevation shall be shown by contours and spot elevations. The area to be described shall extend at least 3 m onto adjacent properties and completely across adjacent streets.
 - C.1.a The contour interval shall not exceed 250 mm
 - C.1.b In open areas, the cross section grid shall be spaced not more than 15 meters apart, and the elevations shall be measured at each intersection of the grid line. Also, elevations shall be measured at breaks in grades, center line of pavements, tops and inverts of structures, top of curbs, top and bottom of slopes, walls and along flow line of ditches.
- C.2 Two permanent benchmarks shall be set on the property.
 - C.2.a Two benchmarks shall be located on the opposite ends of the property at places to be protected from damage or disturbance during eventual construction activities. Benchmarks shall be set per paragraph B.2.b & B.2.c above.
 - C.2.b Benchmark elevations (altitude) may be referred to height above mean sea level (MSL).
- C.3 All buildings and structures, including Septic tanks, underground fuel oil storage, piping and soak pits on the property shall be located by measurements from building corners at right angles to property lines.

- C.4 The geographical coordinates of the property-Longitude and latitude (Degrees, minutes and seconds). GPS coordinates must be based on the WGS84 datum. The preferred coordinate format is: Degrees, minutes, seconds in the following format: Latitude: xx deg, xx min, xx.xxx sec N/S; Longitude: xxx deg, xx min, xx.xxx sec E/W. i.e. 05 deg, 19 min 22.000 sec N, 004 deg, 01 min, 12.000 sec W.

D. Drawings

- D.1 Drawings shall be made on sheets not larger than 750 mm high by 1050 mm wide and not smaller than 300 mm high by 450-mm wide measurements.
- D.2 Boundary survey shall be shown separately from topographic and utility surveys
- D.3 Any convenient metric scale may be used as long as all details are clearly shown.
Preferable 1:200
- D.4 A distinctive symbol or heavier line shall show the exact limit of the U. S. Embassy site. In the case of walls lie along the property line, the exact location of the property line with relation to the wall shall be shown, using an enlarged detail sketch, if necessary.
- D.5 All measurements and dimensions shall be in metric units and all notations shall be in the English language.
- D.6 Finished drawings shall show the following specific boundary data:
(All CADD layering for the boundary data shall be clearly labeled and described)
- D.6.a A location and description of each boundary corner monument or marker. At least one corner should be tied to a permanent benchmarks outside the property.
- D.6.b The bearing and length of each property line-Bearing may be shown by azimuths clockwise from north or by compass bearings in the four quadrants, using true north or in line with local grid.
- D.6.c Distances to be measured to the nearest 3 mm. If measured distances differ from the deed (recorded) shown, then both distances shall be shown and labeled with "Measured" or "Deed."

- D.6.d All interior angles of the boundary-The total of the interior angles shall be geometrically correct.
- D.6.e The adjusted final boundary data shall show a mathematical closure of no less accuracy than one unit in fifteen thousand units (1:15,000).
- D.6.f The total area of property computed to the nearest square meter and the recorded areas as shown in the title documents. The total area of the site shall be shown in the middle of the survey drawing.
- D.5.g All recorded easements should be shown on the plan and a copy of the easement in English should be provided.
- D.6.h Building restriction lines, easements, existing and future rights of way and all encroachments of walls, fences shall be shown and described and shall be located by measurements.
- D.6.i Names of all adjacent streets and future adjacent streets with widths between right of way lines and names of the owners of all adjacent properties.
- D.6.j Coordinates of all property corners if a local coordinate grid or other survey control system is in use. The coordinates should be set up with "N" for north and "E" for east. "X" and "Y" should not be used for east and north coordinates.
- D.6.k Boundary data coordinates and curve data must be set up in a table on the drawing.
- D.7 Finished drawings shall show the following specific topographic data:
(All CADD layering for the topographic data shall be clearly labeled and described)
 - D.7.a Benchmark locations, elevations, and descriptions as well as a description of the reference datum.
 - D.7.b The location of all buildings and structures on the property, giving type of construction, number of stories, and use of building, such as "one-story frame garage," "two-story brick residence," etc. The distance from building to the property line shall be shown on drawings.
 - D.7.c Location, types, and sizes of all walls, fences, walks, roads, wells, drainage ditches on the property.

- D.7.d The first floor and basement elevations of all buildings on the property
- D.7.e The location of all trees over 10 cm diameter and major shrub groupings. Provide tree caliper size. Identify all trees and major shrubs by their common (local) and botanical name.
- D.7.f Provide information on all trees that may require protection based on local regulations. Local regulations may protect certain trees due to age, height, type or religious significance. Provide the vegetative health analysis of the trees that may require protection. A local landscape specialist may be required for this part of the scope. Information shall also be provided on any other specific artifact or feature on the property that is protected per local regulation. Specify the local regulation(s) and provide a copy of this regulation. If no regulations apply, then note this in the report.
- D.7.g Types and dimensions of paving, curbs, sidewalks, ditches etc., and typical cross-sections of all adjacent streets
- D.7.h The tidal range in elevation, the lowest low water elevation, the highest high tide elevation and the 100-year flood elevation. These elevations should correspond to the datum used for the topographic portion of the survey. Clearly indicate source of tide and flood data.
- D.8 Finished drawings shall show the following specific underground and above ground utilities location data:
 - (All CADD layering for the utility location data shall be clearly labeled and described).
 - D.8.a The location, size, and invert elevation of all sewer lines, showing whether such lines are for rain water, sanitary, or combined, both on the property and in adjacent streets.
 - D.8.b The location, elevations, sizes, and types of all water, gas, or other service pipes on the property and in adjacent streets.
 - D.8.c The location of all sewer manholes, septic tanks, wells, cisterns, or other underground structures, on the property and in adjacent streets, giving top elevation, measured depth from top, and material of construction.
 - D.8.d The location of all fire hydrants valves drainage inlets, headwalls, lamp poles, telephone and electric poles, and all overhead or

underground cables or wires on the property and in adjacent streets.

- D.8.e The following electrical items should be included in the survey:
 - D.8.e.1 Details of the available power supply.
 - D.8.e.2 Identify and photograph local substation and interior cabinets, which feed the site.
 - D.8.e.3 Identify feeder sizes, ampacity rating, and type of cable and distance from substation (length of cable).
 - D.8.e.4 Number and size of underground conduits from substation to main server of site
 - D.8.e.5 Note if feeder conduits are encased in concrete and provide dimensions.

D.9 Finished drawings shall be in English and shall also show the following:

- D.9.a A title showing identification of property, such as lot number, block number, name, etc., city, county, province or other political entity, name of surveyor or engineer, date of survey, and drawing number, if any.
- D.9.b Small-scale vicinity map showing the general location of the property with relation to major streets and prominent landmarks in the area.
- D.9.c A graphic bar scale and scale in words.
- D.9.d A north arrow or meridian, showing whether true or grid north
- D.9.e A complete legend showing all symbols and abbreviations used.
- D.9.f A certification, signed and dated by the locally licensed or responsible engineer or surveyor of record, that he has made a transit and tape survey, that all data shown on the drawing are correct, that property corner monuments or markers have been found or set as shown and described on the drawing, and that all local requirements for land surveys have been met.

E. Report

The following shall be included in the Report:

- E.1 The engineer/surveyor shall submit in English a signed and dated written report covering each applicable item of paragraph A,B,C and D

that cannot be clearly shown on the drawings or that requires explanation or clarification. The report shall be available in Microsoft Word.

- E.2 A description of any building or zoning restriction, height requirement, building set-back requirement, restrictive covenant or ordinance which might affect construction on the property, and construction of boundary walls, fences and other improvements.
- E.3 The report shall also include any available paving plans or maps, including drainage, any utility plan, gas, telephone, electric, steam duct, etc.
- E.4 Reference to historic landmarks, proximity to historic districts and archeological sites or artifacts if applicable
- E.5 Indicate locations on site of water ponding, soil erosion or unusual site condition
- E.6 Provide any known information on wells on the property or within the area of the site. Information should include depths of wells, yield, quality, etc.
- E.7 Provide site photographs from each corner of the property and sufficient additional views necessary to show the general character of the site. Key maps shall show the various camera locations, direction and fields of view.

F. Electronic Deliverables

F.1 CADD files of all drawings are required for this project. The files should be constructed to allow three separate drawings to be printed out: boundary drawing (per Section D.6), topographic drawing (per Section D.7), and utility location drawing (per Section D.8).

F.2 All contract deliverables shall be submitted in hard copy and electronically. Electronic submittals shall include both the source format and Adobe Acrobat .pdf format. Source files for Survey Drawings shall be AutoCAD 2000. Source format for the Survey report shall be Microsoft Word. Adobe Acrobat .pdf files shall be PDF version 1.4 (Acrobat 5.x) or greater. PDF files shall be constructed with a page size and layout equal to the hardcopy deliverable. Acrobat PDF files shall be combined so as to create a single document for each deliverable. PDF files shall be book-

marked to agree with the document table of contents. All electronic deliverables required shall be transferred on CD- ROM.

F.3 All CADD data delivered in CADD format shall be compatible with AutoCAD release 2000. If other software is used for this project, the contractor must convert the files into AutoCAD .dwg format. Converted AutoCAD files must retain colors and layer information separately. If the surveyor has CADD capability, it is recommended that they confer with the USG prior to initiating the survey to arrive at an early understanding of the layering, color properties and standards to be utilized. All points with elevations should be placed at the correct elevation. Any break lines (curbs, buildings, ditches, etc.) should be shown correctly with 3 dimensions in a three dimensional file. All files shall be purged of unused blocks, dimension styles, layers, line types, and text styles. Only standard AutoCAD .shx fonts shall be used. All font and plot style files that are used as a part of this work shall be submitted with the source CADD files. File naming conventions will be as follows: File names = KRTHCS## (## - drawing number), and a hard copy of the file names, drawing titles and plot scale will be provided to the USG whenever diskettes are submitted. All CADD files created for this project are and remain the property of the USG. At the completion of the surveyor's services, the surveyor will turn over to the USG copies of all project related CADD files.

G. Time Schedule, Cost Breakdown and Survey Equipment

Provide a list of the survey equipment to be used for the survey. Provide a detailed time schedule for the above requirements. Provide the initial date to start and the time frame to complete each item:

1. Commencement of Field Work
2. Completion of Boundary Survey
3. Completion of Topographic and Utility Location Field Survey
4. Completion of AutoCAD and Survey Report
5. The surveyor should reserve 2 days time at some point after the survey is submitted to meet with US engineering staff to finalize the boundary survey and survey report as necessary. The surveyor should also include time for responding to comments from the USG. This time shall be included in the survey cost breakdown.

Provide a detailed cost breakdown for the above requirements as follows:

1. Boundary Survey
(Provide field crew rates per hour)
2. Topographic Field Survey
3. Utility Location Field Survey
4. Local landscape specialist per D.7.f if applicable

5. Survey Report
6. AutoCAD

H. Deliverables

1. Survey data in CD-ROM with 2 copies in English and Bosnian and 3 hard copies in English and 3 in Bosnian. The hard copies shall have the following quantities in both English and Bosnian: 2 set in size A0 and 1 set in size A1
 - boundary data per D.5 of the scope
 - topographic data per D.6 of the scope
 - utility location data per D.7 of the scope
2. Survey Report in Microsoft Word and a hard copy.
3. Electronic submittals shall include both the source format and Adobe Acrobat .pdf format.
4. An 8-1/2" x 11" drawing showing the boundary of the property with dimensions and a total area (hectares and acres) of the property shown in the middle of the site.

SECTION C - PACKAGING AND MARKING

Packaging and marking shall follow commercial practice.

Deliverable items other than letter reports shall be three-hole punched and bound with screw-type binders and rubber bands.

The Contractor shall ship drawing sets in sizes described under B. H.4.

SECTION D - INSPECTION AND ACCEPTANCE

D.1.0. INSPECTION

The Contractor shall maintain a system of quality assurance and quality control to ensure that the survey and documentation of the survey meet the requirements of this contract. The Government reserves the right to inspect the Contractor's work as well as its system of Quality Assurances and Quality Control (QA/QC).

The Contractor's key individual responsible for quality of survey is _____.

The Contractor's key individual responsible for quality of documentation is _____.

_____ If a key individual needs to be replaced during performance of this contract the contractor shall submit a resume for a replacement to the COR for approval.

D.2.0. ACCEPTANCE

Acceptance of deliverable items shall be by the COR.

SECTION E - DELIVERIES OR PERFORMANCE

E.1.0. PERIOD OF PERFORMANCE

The contractor shall complete all work required by this contract within four (4) weeks after effective date of order.

E.4.0. DELIVERABLES

E.4.1. The contractor shall deliver design submittals to the COR at the following address:

The U.S. Embassy Sarajevo
Robert C. Frasure 1
71000 Sarajevo
Bosnia-Herzegovina

E.4.2. All delivery charges shall be prepaid by the Contractor.

SECTION F - CONTRACT ADMINISTRATION

F.1.0. 652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is Orhan Ovcina, Post Engineer.

F.1.1. Duties.

The COR may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the contract. The COR is designated as the authority to act for the Contracting Officer in matters concerning technical clarification, inspection, and acceptance of the Contractor's performance under this contract. The COR will coordinate all work with the Contractor during the term of this contract. In no instance is the COR authorized to alter the contract's terms or conditions, including the design to budget parameter. Such changes must be authorized by the Contracting Officer in a written modification to the contract. Reference to the project architect within documents incorporated into this contract shall be read to mean COR.

F.2.0. INVOICING AND PAYING INSTRUCTIONS

F.2.1. The Contractor shall submit two (2) original invoices to the designated billing address indicated in this contract. The COR will determine whether the invoice is complete and proper as submitted. The COR also will determine whether billed services have been satisfactorily performed. If the amount billed is incorrect, the COR will, within seven days, ask the Contractor to submit a revised invoice.

Invoices shall reflect the contract number and the name of the COR.

F.2.4. The Contractor shall not be eligible to receive payments for any subsequent deliverables until the Government has accepted the previous deliverables.

SECTION G - SPECIAL TERMS AND CONDITIONS

G.1.0. SECURITY

The following considerations must be followed by the Contractor and/or must be incorporated into the design documents.

G.1.1. All documents received or generated under the contract are the property of the U.S. Government.

G.1.2. All documents are to be controlled and disseminated on a need-to-know basis. Reproduction and distribution is prohibited without express approval of the U.S. Government. The contractor shall mark all documents as follows:

WARNING

This document is the property of the United States Government. Further reproduction and/or distribution is prohibited without the express written approval of:

U.S. EMBASSY SARAJEVO
Robert C. Frasure 1
71000 Sarajevo
Bosnia-Herzegovina

G.1.3. Proposed and actual contract documents will only be disseminated on a strict need-to-know basis, and will not be further disseminated without prior authorization from the Department of State.

G.1.4. Contractor personnel receiving proposed or actual contract documents, to include blueprints, other technical drawings, sketches, photographs, exposed negatives, and/or descriptive narratives pertaining to the project, will be responsible for these materials while in their possession, or that of any of their subcontractors. The Contractor shall return all documents, including all copies, promptly upon demand by the Government.

G.1.5. Photographs of any public areas of any U.S. diplomatic or consular facility overseas must be approved and authorized in advance by the Site Security Manager (SSM) and/or the Senior Security Officer (SSO). The SSO or SSM will establish any controls, limits, and/or other restrictions as deemed necessary. The contractor shall submit a written request for authorization for such photography citing the reason(s) and use(s) for the photographs and/or negatives.

G.1.6. The Department of State shall be afforded the opportunity to review all photographs and negatives in advance of any public use, and reserves the right to deny such use. No further dissemination, publication, duplication, or other use beyond that which was requested and approved under this contract is authorized without specific advance written approval from the Department of State.

G.1.7.. Department reserves the right to demand retention of all copies of photographs and negatives.

G.6.0. RELEASE OF INFORMATION

All data furnished to the Contractor and data developed in connection with the project shall be considered privileged. The contractor shall not make public announcements, including news and press releases; these are the prerogative of the Contracting Officer.

SECTION H - CLAUSES

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at:

<http://acquisition.gov/far/index.html> or <http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov> to see the links to the FAR. You may also use an Internet "search engine" (such as Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.202-1	DEFINITIONS ALTERNATE I	DEC 2001 MAY 2001
52.203-3	GRATUITIES	APR 1984
52.204-7	CENTRAL CONTRACTOR REGISTRATION	DEC 2012
52.204-10	REPORTING EXECUTIVE COMPENSATION AND FIRST-TIER SUBCONTRACT AWARDS	JUL 2010
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (if order exceeds \$25,000)	DEC 2010
52.213-4	Terms and Conditions - SIMPLIFIED ACQUISITIONS OTHER THAN COMMERCIAL ITEMS	FEB 2012
52.222-50	COMBATING TRAFFICKING IN PERSONS	FEB 2009
52.223-18	CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING	AUG 2011
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	JUN 2008
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT	FEB 2000
52.227-17	RIGHTS IN DATA – SPECIAL WORKS	JUN 1987
52.228-4	WORKERS' COMPENSATION AND WAR HAZARD INSURANCE OVERSEAS	APR 1984

52.229-6	TAXES – FOREIGN FIXED PRICE CONTRACTS	JUN 2003
52.232-7	PAYMENTS UNDER TIME-AND-MATERIAL AND LABOR-HOUR CONTRACTS (for construction phase services portion)	AUG 2005
52.232-8	DISCOUNTS FOR PROMPT PAYMENT	FEB 2002
52.232-1	PAYMENTS	AUG 1984
52.232-10	PAYMENTS UNDER FIXED-PRICE A/E CONTRACTS	APR 2010
52.232-11	EXTRAS	APR 1984
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-26	PROMPT PAYMENT FOR FIXED-PRICE ARCHITECT-ENGINEER CONTRACTS	OCT 2008
52.232-33	PAYMENT BY ELECTRONIC FUNDS TRANSFER – CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-1	DISPUTES ALTERNATE I	JUL 2002 DEC 1991
52.233-3	PROTEST AFTER AWARD	AUG 1996
52.236-23	RESPONSIBILITY OF THE ARCHITECT-ENGINEER CONTRACTOR	APR 1984
52.236-24	WORK OVERSIGHT IN ARCHITECT-ENGINEER CONTRACTS	APR 1984
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION	APR 1984
52.242-14	SUSPENSION OF WORK	APR 1984
52.243-1	CHANGES – FIXED-PRICE ALTERNATE III	AUG 1987 APR 1984
52.243-3	CHANGES – TIME-AND-MATERIAL OR LABOR-HOUR (for construction phase services)	SEP 2000
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS	DEC 2010
52.246-4	INSPECTION OF SERVICES – FIXED-PRICE	AUG 1996
52.249-7	TERMINATION (FIXED-PRICE ARCHITECT-ENGINEER)	APR 1984
52.249-14	EXCUSABLE DELAY	APR 1984

DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6)
CLAUSES INCORPORATED BY REFERENCE:

652.229-71	PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD	AUG 1999
652.242-73	AUTHORIZATION AND PERFORMANCE	AUG 1999
652.243-70	NOTICES	AUG 1999

SECTION J - INSTRUCTIONS ON HOW TO SUBMIT A QUOTATION

J.1.0. SUBMISSION OF QUOTATIONS

This solicitation is for the performance of the services described earlier.

Summary of Instructions

Each quotation must consist of the following:

Volume	Title	No. of Copies
1	Executed Standard Form 18 and Price Proposal	1
2	Technical Proposal	1

Volume 1 shall contain:

1. complete quotation to the address indicated at Block 7, if mailed, or Block 9, if hand delivered, of Standard Form 18.
2. Complete pricing schedules as identified in Section A. The proposed total firm fixed price for all the deliverables shall be broken down in detail to provide all contractor's personnel rates per hour (hourly rate to include all direct and indirect costs).

The quoter shall state any deviations, exceptions, or conditional assumptions taken regarding this solicitation and explain/justify them in the appropriate volume of the offer.

The following shall be included in the Volume 2 shall contain:

1. A copy of the firm's financial statement.
2. Three (3) customer references of similar scope of work
3. Copy of their companies licenses
4. Resumes for personnel that will be working on the job and conducting the surveys

J.2.0. 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://acquisition.gov/far/index.html/> or <http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use of an Internet "search engine" (such as Yahoo, Infoseek, Alta Vista, etc.) to obtain the latest location of the most current FAR.

52.214-34	SUBMISSION OF OFFERS IN THE ENGLISH LANGUAGE	APR 1991
52.215-1	INSTRUCTIONS TO OFFERORS – COMPETITIVE ACQUISITION	JAN 2004

J.3.0. SOLICITATION PROVISIONS INCORPORATED BY FULL TEXT

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a firm fixed price contract resulting from this solicitation.

SECTION K - EVALUATION CRITERIA

The Government intends to award a contract resulting from this solicitation to the lowest priced, technically acceptable offeror who is a responsible contractor. The evaluation process will follow the procedures below:

(a) Initial Evaluation

The Government will evaluate all proposals received will be evaluated to ensure that each proposal is complete in terms of submission of each required volume of the Solicitation package. The Government may eliminate proposals that are missing a significant amount of the required.

(b) Technical Acceptability

After the initial evaluation, the Government will review the remaining proposals to determine technical acceptability.

(c) The Government will determine responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

(1) Adequate financial resources or the ability to obtain them;

(2) Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;

(3) Satisfactory record of integrity and business ethics;

(4) Necessary organization, experience, and skills or the ability to obtain them;

(5) Necessary equipment and facilities or the ability to obtain them; and

(6) Otherwise qualified and eligible to receive an award under applicable laws and regulations.

(d) The offeror shall also include the following information in the Quotation:

(1) Provide 3 customer references of similar scope of work.

(2) Provide a copy of their companies licenses

(3) Provide the resumes for personnel that will be working on the job and conducting the surveys

The Government reserves the right to reject proposals that are unreasonably low or high in price. Unsuccessful offerors will be notified in accordance with FAR 15.503.

AWARD SELECTION

The Government will review the prices of all technically acceptable firms and the award selection will go to the lowest priced, technically acceptable, responsible offeror. As described in FAR 52.215-1, incorporated by reference in Section L, the Government may award may based on initial offers, without discussions.

SECTION L - REPRESENTATIONS, CERTIFICATIONS AND
OTHER

L.1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION.
(APR 1985)

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above

_____ (insert full
name of person(s) in the offeror's organization responsible for determining the prices
offered in this bid or proposal, and the title of his or her position in the offeror's
organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

L.2 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent", as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)", as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 USC 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of Organization.

- ☐ Sole Proprietorship;
- ☐ Partnership;
- ☐ Corporate Entity (not tax exempt);
- ☐ Corporate Entity (tax exempt);
- ☐ Government entity (Federal, State, or local);
- ☐ Foreign government;
- ☐ International organization per 26 CFR 1.6049-4;
- ☐ Other _____

(f) Common Parent.

- ☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.
- ☐ Name and TIN of common parent;
Name _____
TIN _____

(End of provision)

L.3 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (DEC 2012)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is ____

(2) The small business size standard is \$7 million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

- ☐ (i) Paragraph (d) applies.
- ☐ (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)(1) The following representations or certifications in ORCA are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the clause at 52.204-7, Central Contractor Registration.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation. This provision applies to solicitations using funds appropriated in fiscal years 2008, 2009, 2010, or 2012.

(vi) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.214-14, Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA-designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA-designated items.

(xvi) 52.225-2, Buy American Act Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$77,494, the provision with its Alternate II applies.

(D) If the acquisition value is \$77,494 or more but is less than \$100,000, the provision with its Alternate III applies.

(xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan—Certification. This provision applies to all solicitations.

(xx) 52.225-25, Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to—

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the Contracting Officer:

[Contracting Officer check as appropriate.]

___ (i) 52.219-22, Small Disadvantaged Business Status.

___ (A) Basic.

___ (B) Alternate I.

___ (ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

___ (iii) 52.222-48, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification.

___ (iv) 52.222-52, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Certification.

___ (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA—Designated Products (Alternate I only).

___ (vi) 52.227-6, Royalty Information.

___ (A) Basic.

___ (B) Alternate I.

___ (vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website accessed through <https://www.acquisition.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by

reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR CLAUSE #	TITLE	DATE	CHANGE
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of provision)

L.4 AUTHORIZED CONTRACT ADMINISTRATOR

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror's representative for Contract Administration, which includes all matters pertaining to payments.

Name: _____

Address: _____

Telephone Number: _____

L.5 52.236-27 SITE VISIT (FEB 1995)

(a) The clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, offerors or quoters are urged and expected to inspect the site where the work will be performed.

(b) An organized site visit has been schedule for ***Friday, October18th, 2013 at 14:00h.***

(c) Participants will meet at ***Alipasina 43, Sarajevo (former American Embassy Site in Sarajevo).***

